



***JOB POSTING May 2019***

**Position: Manager 19<sup>th</sup> Hole Hulman links**

**Dept: Parks**

**Reports To: Parks Dept Superintendent**

**Content Revision Date: 04/22/2019**

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**Position Responsibilities (include but are not limited to the following):**

- Confer with event organizer regarding food and beverage requirements
- Confer with Pro-shop regarding hours of operation
- Setup beverage station when required
- Supply beverage carts when required
- Schedule extra help to provide for outing
- Prepare separate invoice for 19<sup>th</sup> Hole
- Keep food records for each event
- Always be courteous and polite with customers
- Be compliant with Alcohol Beverage Commission (ABC) requirements
- Be compliant with Board of Health requirements
- Be knowledgeable of, and compliant with Indiana Excise requirements
- Scheduling
- Training of new employees
- Manage petty cash and change for register
- Keep daily reports
- Set hours of operation
- Stock product
- Ordering all alcohol and non-alcoholic beverages
- Pick up food products
- Be compliant with 19<sup>th</sup> Hole opening and closing procedures
- Maintain budget

**Knowledge, Skills, and Abilities Required:**

- Ability to prioritize assignments.
- Considerable ability to work well with others.
- Excellent organization skills.
- Working ability to solve problems.
- Working knowledge of Microsoft Office.
- Working ability to operate standard office equipment.
- Good written and oral communication skills.
- Detailed oriented.

**Minimum Qualifications:**

**Education/Training:** High School Diploma or Equivalent.

**Experience:** 1 – 2 years Restaurant and or Bar operations experience preferred.

**Working Conditions:** Indoor setting.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job.

- Ability to sit for extended periods of time.
- Finger dexterity required to manipulate objects and use a keyboard.
- Ability to see within normal parameters.
- Ability to hear within normal range.
- Ability to extend hand(s) and arm(s).

**How to Apply:** Applications/Resumes and professional references will be accepted **online only** at [terrehaute.in.gov](http://terrehaute.in.gov). Applications may be submitted from a home personal computer or by utilizing resources available at your local County Library Branch or local Work One office.

Applicants must use Internet Explorer to access the city website to submit their applications. Technical issues with Google Chrome are preventing applications from processing correctly. These issues are being addressed.

**Position will remain open until filled.**